

## **APPENDIX K - FFS Project Number Assignment; Refuge or Fish Hatchery Maintenance**

### **Projects**

Specific project numbers for maintenance must be assigned before obligating funds for Annual Maintenance, Equipment Repair or Replacement, and Deferred Maintenance. Assignment of refuge and hatchery maintenance project numbers will use the following procedures:

The project number will consist of four alpha-numeric characters. All Annual Maintenance expenditures will be tracked by project numbers with the letter A in the first position. The second position will be the Region number, followed by two characters in the third and fourth position unique to each field station. These two characters must be assigned by the Regions and you are free to use any combination of letters or numbers necessary so that each station in your Region has a unique identifier and none are repeated. Equipment Repair and Replacement expenditures will follow the same procedure with the letter B in the first position of the project number. The project number for Deferred Maintenance projects \$49,999 or less will begin with the letter D. These station specific project numbers will remain the same for each year.

Deferred Maintenance projects equaling or exceeding \$50,000 will be individually tracked by project number. The first position of the project number must begin with the number of your Region. The remaining three positions can be assigned as needed by the Regions as long as each project has a unique number and none are repeated. These project numbers must be established with the assistance of the Regional MMS coordinators so that each project number can be included in the MMS system.

## FFS Project Numbering

Examples:

Any two characters can be used for the station identifier in the project number for Annual, Equipment and Deferred as long as it is unique.

<b>Annual Maintenance</b>	<p>Regardless of project size, enter into FFS using the organization code, subactivity and project number unique to that field station.</p> <p>Example: 11614-1262-A1TL</p> <p>(A = annual maintenance, 1 = Region number, TL = station identifier)</p>
<b>Equipment Repair or Replacement</b>	<p>Regardless of project size, enter into FFS using the organization code, subactivity and project number unique to that field station.</p> <p>Example: 21749-1313-B2F8</p> <p>(B = equipment replacement, 2 = Region number, F8 = station identifier)</p>
<b>Deferred Maintenance Projects \$49,999 or less</b>	<p>Enter into FFS using organization code, subactivity, and project number unique to that field station.</p> <p>Example: 61670-1262-D618</p> <p>(D = deferred maint &lt; \$49,999, 6 = Region number, 18 = station identifier)</p>
<b>Deferred Maintenance over \$50,000</b>	<p>Enter into FFS using organization code, subactivity, and project number unique to that MMS project.</p> <p>Example: 61670-1313-6098</p> <p>(6 = Region number, 098 = Project specific number)</p>